***Procedures for Assessors Continuation Procedure***

**PhD Confirmation Panel**

It is the responsibility of the Supervisor to nominate Assessors and a Chair, which are then approved by the postgraduate office. The ‘Chair-person Nomination form for the Continuation Procedure’ must be completed by the Supervisor in advance of Continuation Procedure and returned to gradapps@tcd.ie. This form includes names of the Continuation procedure Assessors.

It is the responsibility of the ***Supervisor*** to liaise with the Assessors and Chairperson and organise the time and venue for the Continuation presentation/interview.

If the viva is to be conducted **remotely** (which requires prior agreement from the student, the details of which are completed and signed by the Student in the Chair nomination form), the **Chair will set up the remote link,** and circulate this ahead of time, so they can admit the student and members of the continuation panel from the waiting room.

The PhD confirmation panel will consist of:

* **Two Assessors, who are typically the non-supervisory members of the mandatory thesis panel**

Also required to be present is:

* **The Supervisor who will attend in a purely observational manner.**
* **Chair**: a member of TCD academic staff of at least TCD academic grade Assistant Professor.
* **Note the Supervisor, two Assessors and Chair are required to be in attendance for both the Continuation presentation and interview.**

## TCD Calendar Description of Role of The Chair

* The role of the Chair is to clarify College regulations, where appropriate, and to ensure that the *continuation procedure* is conducted in a courteous and professional manner. The Chair must intervene if the Assessors do not adhere to these regulations.

**Continuation Procedure Presentation**

Normally the Continuation presentation and interview will take place on the same day. Prior to the Continuation procedure interview,the candidate will give a short presentation (up to 15 minutes duration). This presentation will be chaired and will be attended by the Continuation procedure Assessors and Supervisor.

**Continuation Procedure Interview and Assessor role**

While there is no specified length, this will usually take about 15 minutes. During this time, the continuation Assessors will ask the student questions about their research to date and future plans.

At the end of the interview the Chair will ask the candidate to vacate the interview. Assessors will make their decision and fill out Assessor form (see Appendix 1 for list of decisions and next steps). Information in this form generated by the Assessors is what guides students to make recommended changes.

Please note: t**he TCD advice to Assessors does not explicitly state that candidates’ should be told of the outcome immediate.** However, in general, the result is communicated to the candidate by Assessor 1.

**Paperwork return**

Assessor 1 will have been identified in the ‘Chair-person Nomination form for the Continuation Procedure’ and will be confirmed by the Chair. Assessor 1 will be responsible for collating paperwork and returning the Assessors Report to gradapps@tcd.ie, Supervisor and Student by email as soon as possible or within 1 week maximum of the continuation interview.

## TCD Calendar Description of The Continuation procedure

The conduct of the examination is the responsibility of the assessors, in consultation with the Chair of the *Continuation Procedure.*  The only parties who may be involved in any discussion of the proposed result prior to the *Continuation Procedure* are: the Assessors and the Chair.

**Thank you for taking the time to assess candidates at this important PhD milestone.**

# SIGN OFF

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| --- |
| **Prepared by:**Julie Broderick |
| **Signature:** | **Date: 27.11.22** |  |
| **Reviewed by:**Catherine Darker |
| **Signature:**  | **Date:** 14.11.22 |  |
| **Approved by:**Catherine Darker |
| **Signature:**  **Date:** 14.11.22 |

# VERSION HISTORY

|  |  |  |
| --- | --- | --- |
| Version | Description of Change | Revised By |
| 1.0 | Original | S.Keegan |

**Appendix 1 Continuation Procedure Decision and follow up**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **\*Outcome** | **Student role** | **PG Office role** | **Assessors role** | **PG Office role** |
| **1.Continue on PhD register****No changes** |  | PG office to link in with Supervisor to sign College continuation form |
| **2.Continue on PhD register subject to amendments to continuation report** | Student to link in with Supervisor and make recommend changes within 4 weeks of receiving assessors report and email to Assessors/Chair/PG Office/Supervisor when complete  |  | Assessor 1 to get back to student/supervisor/Chair/PG office within 2 weeks of receiving amended report with decision emailed to Chair/PG Office/Supervisor/Associate Director PGTL/ Student | PG office to link in with Supervisor to sign College continuation form if Outcome 1. If other outcome follow process.  |
| **3. Continuation on the Ph.D register not recommended at this time** | Student to link in with Supervisor to generate new report with changes to continuation report within 8 weeks of receiving assessors report and email to Assessors/Chair/PG Office/ Associate Director PGTL/Supervisor  | Nominated assessor to link in with PG office to arrange new viva within 2 weeks of receiving amended reportSupervisor and chair need to be present at viva  | Back to **\*Outcome** |  |
| **4. Recommend change to MSc register** |  | Assessor 1 to escalate to Director PGTL | Appropriate paperwork student/supervisor/Director PGTL and Academic Registry |
| **5. Not recommended to continue as Postgraduate student** |

PGTL: Postgraduate Teaching and Learning,

**\*Assessors Report with outcome and collated feedback from assessors to be emailed by nominated Assessor to the Supervisor, Student, Chair, PG Office as soon as possible or maximum within 1 week of viva**